

Job Title: **Welfare Officer**

Job Specification: The Welfare Officer will report to the Committee any issues affecting the Club, or it's members. The job description for this role is aligned with British Cycling

Item	Description
Key Responsibilities	<ul style="list-style-type: none"> ● Deal with complaints and mediate in case of disputes. The Welfare Officer is to deal with any complaints and grievances in a respectful and confidential manner, and should only disclose information to the Chairperson. Where a conflict of interest may arise, then the Secretary is to act as a non-bias communicator. Should there be a complaint/grievance against the Welfare Officer then the Chairperson will take the appropriate action. ● Speak to individual members regarding particular issues when necessary. ● The Welfare Officer should have an up-to-date British Cycling DBS check and ensure they comply with all policies. ● Understand British Cycling's Child Wellbeing and Protection Policy, procedures, and practice notes. ● Ensure the implementation and embedding of the club Child Wellbeing and Protection Policy and procedures. ● Ensure all those employed (paid or unpaid) in a regulated role at the club are fully aware of what is required of them within the guidelines of their club, the Wellbeing & Child Protection Policy and codes of conduct. ● Conduct or oversee the administrative work associated with processing of information on volunteers/staff PVG scheme applications and Safe Recruitment. ● Be familiar with current legislation and guidance. ● Raise awareness of the British Cycling Setting the Standards, Practice Notes, Policies and Procedures to parents/carers, children, young people, and adult members. ● Raise awareness of the Club WPO role to parent/carers, children, young people, and adult members. ● Act as a contact for the Club for child wellbeing and protection concerns. ● Actively encourage good practice, promote Setting the Standards and be prepared to challenge behaviour that does not meet the standards required. ● Identify issues relating to child wellbeing & protection and know how to handle allegations/complaints ● Monitor & review policies and procedures. ● Be aware of the contacts for local statutory agencies including police and social work. ● Work in partnership with British Cycling and relevant statutory bodies when required ● Be a member of the Club Committee and regularly report on Child Wellbeing and Protection ● Organise the appropriate training for the volunteers working with children and young people in the club.

	<ul style="list-style-type: none"> ● Maintain confidential records of reported cases and any action taken by the club/authorities. ● Work with British Cycling Lead Safeguarding Officer on education, training and case management for the club. ● Work with British Cycling to ensure accurate records are maintained with regards to credential tracking of those in regulated roles.
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Responsibilities for all committee members	<ul style="list-style-type: none"> ● When on a club ride, take the role of a ride leader for the given group they are in. ● Encourage members to take an active part in running the club. ● Recruit new members for the committee when necessary. ● Make sure new members are made welcome and looked after. ● Represent the club at local, county, and national levels. ● Promote the club. ● Actively engage and offer any new idea in Committee meetings, for the interest of the club. ● Provide a handover for the given role being passed onto a different person. As well as be available for questions and help for the following 14 days during the handover period.
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Disclaimer:

It is the responsibility for all committee members to work together across all activities. Although individual members are responsible for specific tasks, the committee is to work as a team and act as a non-bias route for club members. The committee are to work together as a team and assist each other, working amicably together and always putting the interests of the club over personal opinions.

Committee members are expected to attend all committee meetings where applicable. Committee meetings are to be determined and agreed together (via the WhatsApp group) and where a committee member is absent, they are to communicate any updates prior to ensure this can be discussed. The absent committee member is also to be briefed on the outcome of the meeting after to ensure complete transparency is adhered to throughout the committee.

Sodbury Cycle Sport is an unincorporated association and has no separate legal identity. An unincorporated association is not separated from its members in the eyes of the law. This means committee members will have to enter into contracts, or hold assets, on behalf of the club, rather than the club itself. In the event of a claim against the club or breach of contract members of the committee, or wider club could be personally liable.

Policy:

All committee members are to adhere to all British Cycling policies -

https://www.britishcycling.org.uk/membership/article/bcst_Safeguarding-Children

All committee members are to adhere to the General Data Protection Regulation 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union and the European Economic Area).